

## Section 1 New, Cancelled, or Revised Form

### Section 1 New, Cancelled, or Revised Form

### Section 2 New, Cancelled, or Revised Web-Based/other Automated System Forms

### Section 3 Requesting Electronic Format of Existing Form

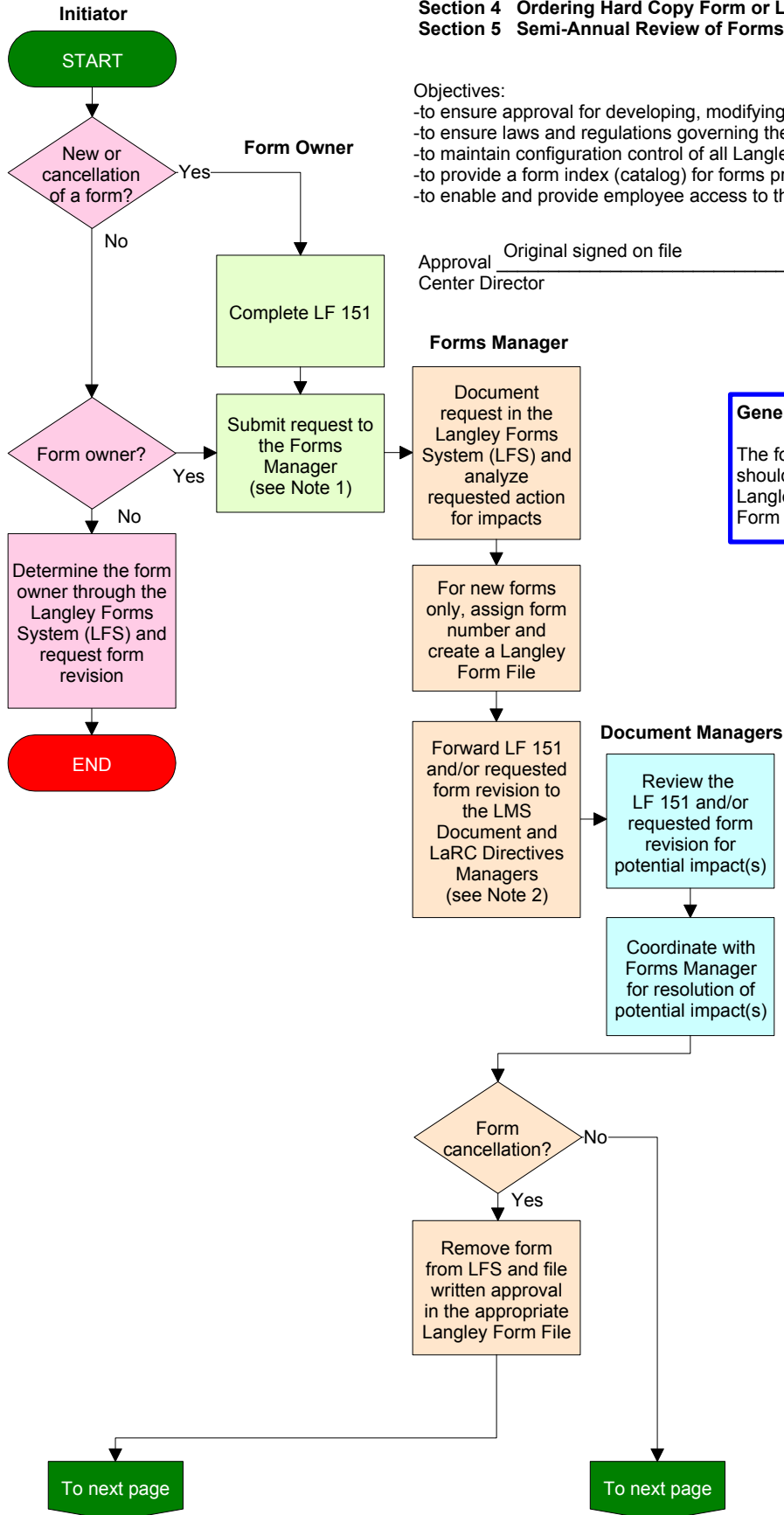
### Section 4 Ordering Hard Copy Form or LaRC Form Reprint

### Section 5 Semi-Annual Review of Forms

#### Objectives:

- to ensure approval for developing, modifying and/or cancelling Langley forms
- to ensure laws and regulations governing the Langley forms management program are followed
- to maintain configuration control of all Langley forms
- to provide a form index (catalog) for forms provided through the Langley Form System (LFS)
- to enable and provide employee access to the current version of all Langley forms in use at LaRC

Approval \_\_\_\_\_  
Original signed on file  
Center Director



#### General Information

The following records are generated by this procedure and should be maintained in accordance with LMS-CP-2707:  
Langley Form File (including LF 151, drafts and final form)  
Form Review List

#### Definitions

**Form** A form is any document with a fixed arrangement of captioned spaces for entering and extracting information. Certain printed items without fill-in space, such as contract provisions, instruction sheets, notices, tags, labels, and posters may be considered as forms when it is advantageous to identify and control them as forms for purposes of reference, printing, stocking, distribution, and use with other forms.

**Langley Form (LF)** A form approved by management, for inclusion in the Langley Form System, to implement a management control(s).

#### Characteristics of a LF:

- Provides standardization, organization, collection, and/or transmission of data on a recurring basis
- Requires signatures/approvals
- Documents the implementation/completion of a process

#### Note 1

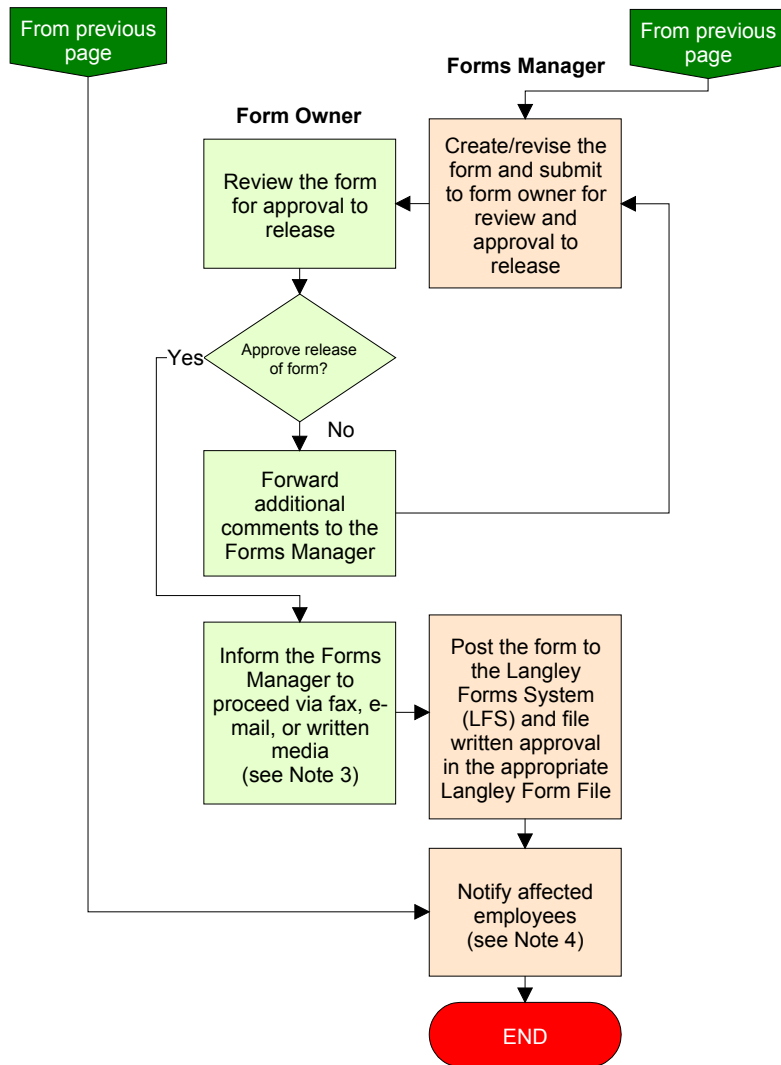
Management approval for revisions is delegated on the initial LF 151.

It is the responsibility of the form owner to ensure that references to a cancelled form are deleted from prescribing documents prior to the form's cancellation.

#### Note 2

It is not necessary to transmit the form to the document managers under the following circumstances:

- When the change(s) is format related
- When typographical errors are being corrected
- When wording is changed for clarification purposes



**Note 3**

It is the responsibility of the form owner to ensure that any prescribing documents are referenced on the form prior to the form's release.

**Note 4**

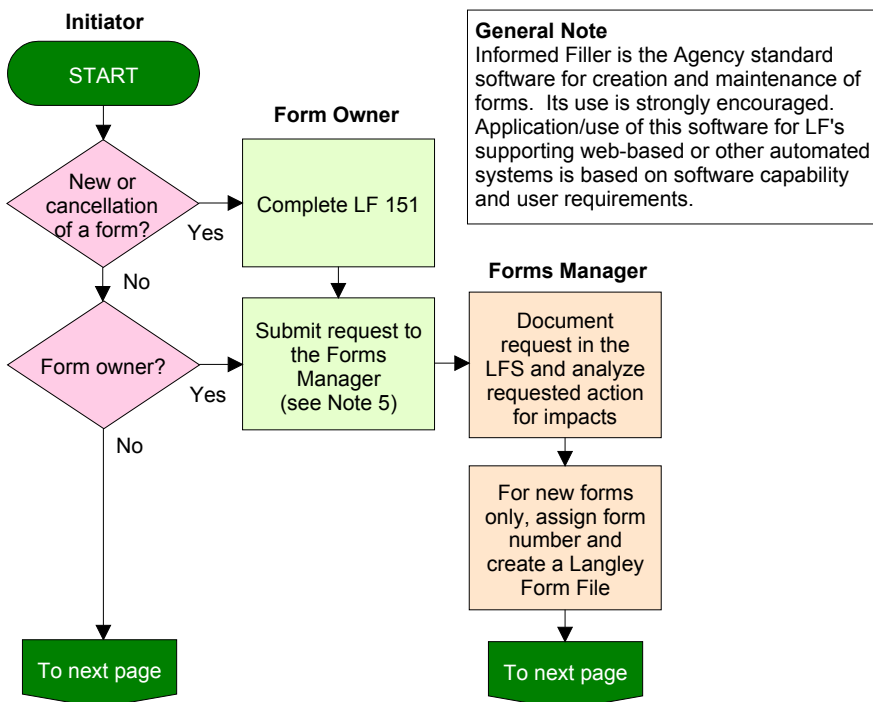
The form owner is notified upon posting or cancellation of the form.

Employees are notified of form approvals and cancellations via Langley's electronic communication system @LaRC.

The notification must include the nature of changes to revised forms.

It is the responsibility of the Forms Manager to inform the stockroom when previous editions of hard copy obsolete forms must be destroyed.

**Section 2 New, Cancelled, or Revised Web-Based/other Automated System Forms**



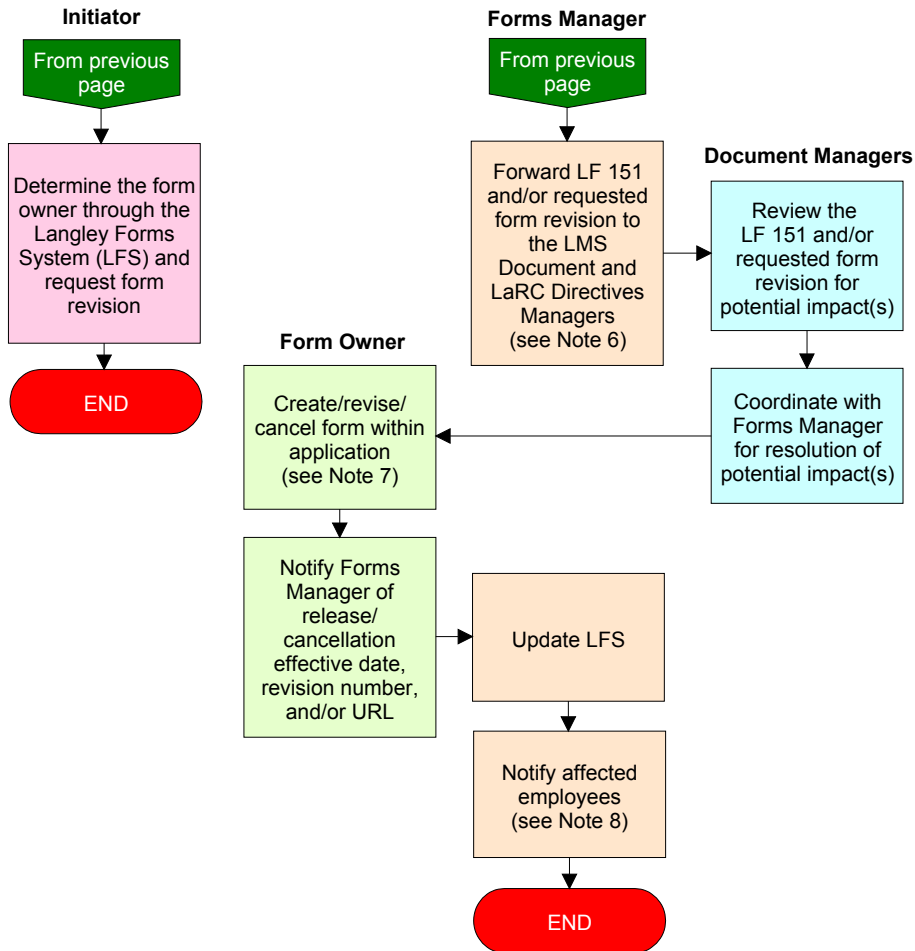
**General Note**

Informed Filler is the Agency standard software for creation and maintenance of forms. Its use is strongly encouraged. Application/use of this software for LF's supporting web-based or other automated systems is based on software capability and user requirements.

**Note 5**

Management approval for revisions is delegated on the initial LF 151.

It is the responsibility of the form owner to ensure that references to a cancelled form are deleted from prescribing documents prior to the form's cancellation.



**Note 6**  
It is not necessary to transmit the form to the document managers under the following circumstances:  
-When the change(s) is format related  
-When typographical errors are being corrected  
-When wording is changed for clarification purposes

**Note 7**  
If hardcopy format is also required to be available, the form owner must coordinate with the forms manager to ensure consistency.

All LF's in web-based format must meet the requirements set forth in LMS-CP-5909, Development, Review and Maintenance of Web Sites in the LaRC Domain.

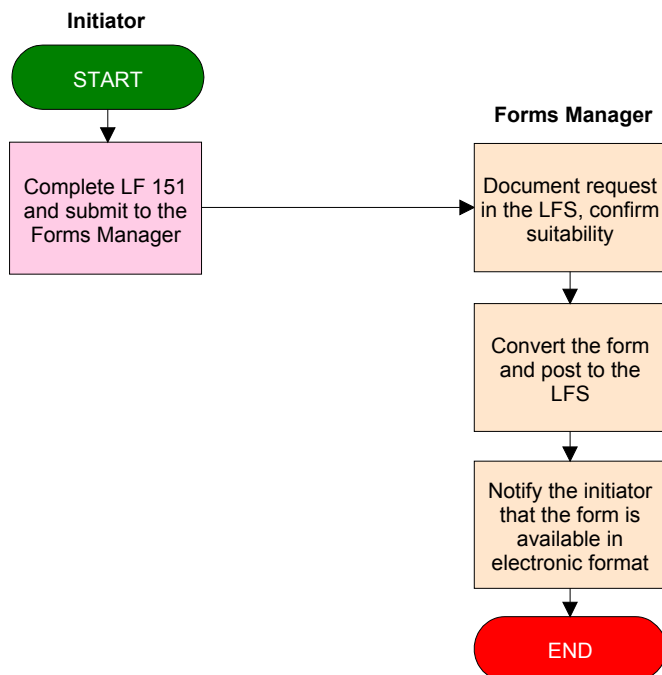
**Note 8**  
The form owner is notified upon posting or cancellation of the form.

Employees are notified of form approvals and cancellations via Langley's electronic communication system @LaRC.

The notification must include the nature of changes to revised forms.

It is the responsibility of the Forms Manager to inform the stockroom when previous editions of hard copy obsolete forms must be destroyed.

### Section 3 Requesting Electronic Format of Existing Form



#### Section 4 Ordering Hard Copy Form or LaRC Form Reprint

